

Request for Responses (RFR)
2020 Summer Jobs
Summer Employment for Youth Internship Placements
RFR – MassHireGBWB 2020 Summer Jobs Program Request
for Request (RFR) for Youth Internships webinar
Questions and Answers

Q1: Are students in Taunton and Randolph eligible to be part of the Summer Employment for Youth Internship Placements?

A1: Well that ultimately depends on the number of students requested as Non-Brockton residence. We can enroll young people that do not live in Brockton, but we are capped at 10% of our overall enrollment number.

Q2: The funding formula included in your PowerPoint--Can you share the details of the formula with me again? Our participation will really depend on the financial burden to the school.

A2: You do not see the funding formula because the RFR is for 100% paid placements only. Normally this formula is for private employers or other institutions who want to contribute to the financing of the program. So essentially, every young person you request through the RFR, that we can approve and enroll in the program, is all 100% subsidized by us. However, if you want more young people beyond what you were approved for, then your organization will have to submit request for additional young people at the 50% option. Email to YouthWorks staff for more information regarding the 50% program youthworks@masshiregbwb.org.

Q3: Easton organizations may be interested but public transportation is a problem. Can an organization provide transportation? Ex: Easton Public Schools may have the ability to provide a van or bus, as may a church....any interest in that option?

A3: Yes, an organization can provide transportation for their interns.

Q4: Is the Webinar PowerPoint presentation available for the RFR?

A4: Yes.

Q5: What is the expectation for site supervisors? What is the level of expectation of the site supervisors?

A5: Each site will have a personal job coach who will orient their employers. During the orientation, job coaches will be given a supervisor manual, which will fully describe and breakdown the roles and responsibility of the supervisor. For safety reasons, every worksite should have a designated person in place to serve as a main contact for the intern and the job coach.

Q6: The 125 work hours, can it be more than 125?

A6: Our budget only allows 125 work hours per intern. However, if employers receive funding to pay the interns to stay beyond the 125 allotment, then that is completely acceptable.

Q7: Transportation and Lunch: Are the students responsible for paying for these items out of the money that they earn from the program? Or is this something that the organizations would be responsible?

A7: The program offers BAT bus passes for young people to get to and from work for the first 2 weeks. After the intern has been paid their first check, it is the responsibility of the young person to figure out their transportation. We do not provide lunch. The organization have the option to provide their interns lunch.

Q8: Liability issues: Is MassHire covering the students under a liability policy? Or are the organizations expected to cover the students in case of any accidents or injuries?

A8: MassHire covers the liability policy.

Q9: Are the organizations required to CORI the assigned supervisor?

A9: The program does not do CORIs and does not require a CORI to be done on supervisors. It is up to the organization to decide whether they will do a CORI on their supervisor's or not.

Q10: Intern application: Do the organizations need to provide two hard copies and one electronic copy of the RFR submission?

A10: We required organizations to submit two paper copies and an electronic copy. The paper copy must include the cover sheet, narrative, organization chart (if applicable), staff resumes, job descriptions and signature page of the supervisor's manual. The electronic copy must only include the cover page, narrative, job descriptions and an optional youth referral list.

Q11: Hope all is well. I have two questions regarding the RFR. First, does the intern have to do the full 125 hours or is 120 hrs. sufficient (limited site hours)?

A10: Our grant funders require interns to complete a total of 125 hours of work. We strongly encourage that worksites find ways to reach that 125 requirements as best as they can.

Q11: We have 4 positions with two different job titles at two separate locations (one of each job title per location) should I complete a separate job description form for each position and location?

A11: You only need to complete a job description for the two different positions.